

High Sick Leave Consumption Human Resources



KPI Owner: Sherri Toohey-Taylor

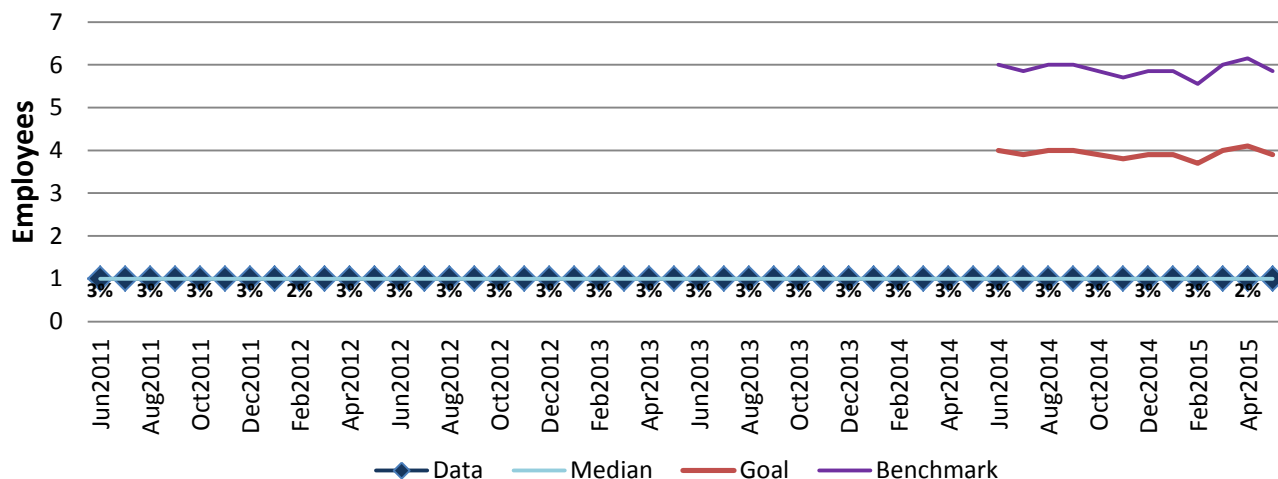
Process: Sick Leave Management

Baseline, Goal, & Benchmark		Source Summary	Continuous Improvement Summary		
Baseline: FY13 average rate 3%		Data Source: Payable Time Peoplesoft	Plan-Do-Check-Act Step 8: Monitor and diagnose		
Goal: Compared to FY13, reduce the number of high sick leave consumers to <=10% (2 employees) of total employees each month.		Goal Source: Enterprise KPI for productivity	Measurement Method: # of employees who used 9 or more out of 12 sick ¹ days in a 12 month period; rate calculated by dividing by total employees		
Benchmark: 11% LMG Top Quartile Oct2014		Benchmark Source: OPI sick leave study	Why Measure: Promote a culture in which sick time is used appropriately		
			Next Improvement Step: Determine as needed root causes of what makes performance less than desirable		
How Are We Doing?					
May2014-May2015 12 Month Avg Goal	May2014-May2015 12 Month Average		May2015 Goal	May2015 Actual	
4	1		4	1	
Employees	Employees		Employees	Employees	

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Good



Pareto Data Not Necessary - No Gap between Goal & Actual Performance